

Summer Research Grant Program Research and Sabbatical Committee

GUIDELINES FOR SUBMITTING SUMMER RESEARCH PROPOSALS

INTRODUCTION

Scholarship is one of the fundamental activities that academicians undertake. As part of our charge to facilitate scholarship at Loyola, the Research and Sabbatical Committee invites the submission of proposals for Summer Research Grants. This is a competitive program in which proposals are evaluated by the Committee and only a number of those highly ranked can be funded.

The Research and Sabbatical Committee consists of seven faculty members representing the five curricular areas of the University. One should not assume that members of the Committee will have specialized technical knowledge in the applicant's particular discipline. Therefore, proposals are evaluated based on their clarity and cogency as presented in a sophisticated but not highly technical fashion. In other words, we are imposing on the specialist the task of making his or her work intelligible and interesting to a broad group of scholars. Jargon should be kept to a minimum, and unavoidable technical language should be explained. Proposals that are overly technical generally have not been recommended by the Committee.

TYPES OF FUNDABLE RESEARCH

For our purposes, research is defined broadly as any scholarly or creative endeavor. Summer research grants are intended to fund small endeavors, or small components of a larger endeavor, that can be completed over the summer.

Some examples of fundable projects might be:

- 1. a project that can be completed from beginning to end over the summer;
- 2. preliminary work that will lead to a completed plan of research, such as doing a pilot survey;
- 3. the implementation of some specific part of a longer-range research plan;
- 4. preparation of a proposal to an external granting agency (governmental, corporate, or foundational) in partnership with appropriate grant personnel;
- 5. the analysis and/or write-up of findings of an experiment, writing a book chapter, etc.;
- 6. a specific project for a creative work, such as writing a piece of fiction or a musical composition.

This list is intended to be suggestive, not exhaustive. The Committee is interested in supporting projects that enable faculty members to make substantive accomplishments in their fields. The committee does not consider projects that are not planned for publication or other modes of contribution to a field.

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CONDITIONS OF ELIGIBILITY

- 1. Eligibility is limited to tenured and tenure track faculty members.
- 2. If more than one person is involved in the research, eligibility is tied to the principal investigator and remuneration is provided to her/him to distribute as (s)he sees fit.
- 3. Faculty members are eligible to receive funding for two out of three consecutive years.
- 4. The applicant has submitted final reports for all past summer research and sabbatical grants received through this Committee.¹

HOW TO APPLY

General guidelines, the format for the proposal, and evaluation criteria for proposals are included here. Proposals are due no later than 5:00 p.m. on the first Friday of the spring semester and must be submitted electronically through the Office of Research and Sponsored Programs' website on located on Inside.Loyola.edu:

https://inside.loyola.edu/academics/research/orsp/funding/internal/summer_research/.

FORMAT OF THE SUMMER RESEARCH PROPOSAL

A detailed explanation of the project is required, succinct but thorough, not exceeding 1500 words (roughly 5-6 double-spaced typewritten pages). Anything beyond 1500 words will not be read. Remember that the Research and Sabbatical Committee is comprised of members of the four curricular areas of the College; therefore, you should write your proposal in clear language requiring no prior background. CLARITY COUNTS. Proposals should have the following format (see Evaluation Criteria):

- I. Title of Proposed Project
- II. Abstract (200 word limit)
- III. Description (1500 word limit): Include a word count.
 - 1. Objective of Proposed Work
 - 2. Significance of Proposed Work
 - 3. Plan to Accomplish Proposed Work
 - 4. Broader Context of Proposed Work
- IV. Cited References (NO PAGE LIMIT)

EVALUATION CRITERIA

In reviewing the proposed activity, the Research and Sabbatical Committee will keep in mind that awards are to be made consonant with a philosophy of supporting the development of research and creative endeavor on the Loyola campus. The following proposal evaluation criteria have been established to guide the committee members and applicants.

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¹ Beginning in 2009, applicants with delinquent reports are not eligible for further funding.

- 1. *Objective of Proposed Work*: The proposal presents a clear description of the objectives associated with the proposed study/research/work. What is the goal of the project? Any appropriately needed background or context to understand the objectives should be supplied here. (Point scale of 1 to 10 points)
- 2. Significance of Proposed Work: The proposal addresses the importance of this proposed study/research/work. This section should include, minimally, a discussion commenting on the intellectual significance of the proposed project to the field. This discussion should incorporate a review of the relevant literature if applicable (or perhaps refer to literature reviewed in the previous section). Other criteria of "importance" valued by the committee are: practical and social importance as well as importance to basic research in the discipline, and importance to the community at large, to the academic reputation of Loyola University Maryland, or to the teaching of students at Loyola. (N.B. The committee does not expect every proposal to meet all of these criteria, but they should be included when relevant). (Point scale of 1 to 10 points)
- 3. Plan to Accomplish Proposed Work: The proposal presents a clear description of how the objectives will be accomplished. This section will vary widely from one proposal to another depending on the type of project proposed (doing a scientific experiment, writing a piece of fiction, developing a survey instrument, writing up a completed piece of scholarly work for publication, and so on). No matter what kind of work is being proposed, however, there should be a well-thought-out and clearly articulated plan. Methodological aspects, research design, human subjects review, techniques employed, etc. should be included as appropriate. Applicants should include a timetable for carrying out the project. (Point scale of 1 to 10 points)
- 4. Broader Context of Proposed Work: The applicant should demonstrate how this project fits into an overall long-range scholarly agenda. For example, is this project the start of a new line of research, the culmination of many years' work, or a small independent stand-alone project? What new scholarly interests might this project open up, if any? If this summer project is part of a larger project being undertaken in conjunction with a sabbatical leave, the proposal should clearly state how these pieces of work are related to, and different from, each other. Applications should discuss any funding that has supported this line of investigation (or may support it in the future), how this project differs from previous work supported by the committee, and the specific plans for publication (or other dissemination) of the project's results. In particular, any Loyola summer research grants to the applicant during the previous five years must be listed along with the results from the funded projects. An effective proposal will, in this section, tie all of this information into a coherent contextualization of the proposed project within a larger framework. (Point scale of 1 to 10 points)
- 5. Adherence to Guidelines: Using the above criteria, the Committee will evaluate all proposals and provide its recommendations to the Academic Vice President's Office. Applicants are notified by the Vice President for Academic Affairs as to the outcome of their applications. Ordinarily this occurs by March 25. (Point scale of 1 to 5 points)

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GENERAL GUIDELINES

- 1. Because the Committee uses a blind review process, proposals are to be devoid of the applicant's name. See Guideline 4 for treatment of referencing one's own work.
- 2. Each faculty member may submit only one proposal each year.
- 3. The proposal is to be submitted electronically in Microsoft Word or PDF format through the Office of Research and Sponsored Programs' website located on Inside.Loyola.edu: https://inside.loyola.edu/academics/research/orsp/funding/internal/summer research/.
- 4. Sections I through III of the proposal (see format guidelines) should be typewritten, double-spaced in Microsoft Word or PDF format. The Project Description is limited to 1500 words. A word count should be provided at the beginning of the Project Description. Section IV, CITED REFERENCES (if applicable), has no page limit. Applicants are reminded that if they refer to their own work in the references, their names should be omitted.
- 5. A brief report (one typed page, maximum) on the results of the project, including any publications or other output that have resulted, should be turned in to the Office of Research and Sponsored Programs by the following December 1st. Beginning in 2009, applicants with delinquent reports are not eligible for further funding.

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